

Exhibitor Deadlines Checklist

August 2009	Task	Completed
8/14	Logo Stopper	<input type="checkbox"/>
8/14	Online Exhibitor Directory Listing	<input type="checkbox"/>
8/14	Bus Station Theater Presentation Application	<input type="checkbox"/>
8/14	New Product Showcase Application	<input type="checkbox"/>
8/14	Sponsorship Opportunities (to be included in Onsite Program)	<input type="checkbox"/>
8/14	Technology Exchange Theater Presentation Application	<input type="checkbox"/>
8/28	Lead Retrieval Order Form	<input type="checkbox"/>
Sept/Oct 2009		
9/1 to 9/25	Advance Shipments to Warehouse (Freeman)	<input type="checkbox"/>
9/7	Exhibitor Badge Registration	<input type="checkbox"/>
9/7	Free Guest Registration	<input type="checkbox"/>
9/7	Meeting Space Request Form	<input type="checkbox"/>
9/7	Request to Use a Non-Official Contractor	<input type="checkbox"/>
9/9	Billing Information/Payment Form (Smart City)	<input type="checkbox"/>
9/9	Internet/Network/Telephone Service (Smart City)	<input type="checkbox"/>
9/15	Housing Application (Travel Planners)	<input type="checkbox"/>
9/15	Exhibitors Booth Service Catering Menu (ARAMARK)	<input type="checkbox"/>
9/17	Booth Furnishings (Freeman)	<input type="checkbox"/>
9/17	Carpet (Freeman)	<input type="checkbox"/>
9/17	Exhibit Rental Systems (Freeman)	<input type="checkbox"/>
9/17	Furnished Booth Package Form (Freeman)	<input type="checkbox"/>
9/17	Hanging Signs (Freeman)	<input type="checkbox"/>
9/17	Method of Payment (Freeman)	<input type="checkbox"/>
9/17	Signs (Freeman)	<input type="checkbox"/>
9/21	Before/After Hours Meeting in Booth Schedule Form	<input type="checkbox"/>
9/21	Press Conference Scheduling Form	<input type="checkbox"/>
9/23	Booth Cleaning (Reliant Park)	<input type="checkbox"/>
9/23	Booth Security (Reliant Park)	<input type="checkbox"/>
9/23	Compressed Air, Water, Drain (Harper Wood)	<input type="checkbox"/>
9/23	Electrical Service (Harper Wood)	<input type="checkbox"/>
9/23	Method of Payment (Reliant Park)	<input type="checkbox"/>
9/23	Parking Permits (Reliant Park)	<input type="checkbox"/>
9/25	Audio Visual (J&S)	<input type="checkbox"/>
10/1	Direct Shipments to Reliant Center (Freeman)	<input type="checkbox"/>
ASAP		
	Air Freight (EAX Worldwide)	<input type="checkbox"/>
	Customs Broker (EAX Worldwide)	<input type="checkbox"/>
	Computer/Monitor Rental (SmartSource)	<input type="checkbox"/>
	Exhibit Host/Hostess (Judy Venn & Associates)	<input type="checkbox"/>
	Florist (Convention Plant Designs)	<input type="checkbox"/>
	Photographer (Christie's Photographic Studios)	<input type="checkbox"/>
MISC FORMS		
	Booth Duty Scheduling Form	
	Exhibit Budget Form	
	Island Booth Configuration	
	Linear Booth Configuration	
	Peninsula Booth Configuration	
	Split Island Booth Configuration	